

2016 06/17/13

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION		2. POSITION NUMBER N034312	
3. CLASSIFICATION ACTION a. Reference of Series and Date of Standards Used to Classify this Position PCS FS for Mgmt & Pro. Anal. Series, GS-343 & Admin. Anal Grde Eval. Guide, TS-98, 8/90 mott					
Official Allocation	b. Title Program Analyst	c. Pay Plan GS	d. Series 0343	e. Grade 12	f. CLC
4. Supervisor's Recommendation					
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Jacob Burney			
7. ORGANIZATION (Give complete organizational breakdown)		c			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f			
b. Office of Enforcement & Compliance Assurance		g			
c. Office of Environmental Justice		h. Employing Office Location Washington D.C.			
d.		i. Organization Code B8000000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5 U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5 U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5 U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or these implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Sheila Lewis, Deputy Director, OEJ		d. Typed Name and Title of Second-Level Supervisor Matthew Tejada, Director, OEJ			
b. Signature <i>Sheila Lewis</i>	c. Date 4/4/2016	e. Signature <i>Matthew Tejada</i>	f. Date 4/4/16		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5 U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
h. PSB Risk Designation 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code 90
g. Bargaining Unit Code 1043	b. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (25 % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature <i>CM</i> 3/23/16		j. Date
11. REMARKS					

PROGRAM ANALYST GS-343-12

I. INTRODUCTION

This position is located in the Office of Enforcement and Compliance Assurance, Office of Environmental Justice (OEJ). The Office serves as a centralized unit to deal with disproportionate environmental impacts on racial and low-income populations. The Office coordinates communication, outreach, education and training of the public on environmental justice issues, provides technical and financial assistance to outside groups on environmental justice concerns, provides financial assistance and supports community projects through the environmental justice grant programs and serves as a central repository of environmental justice information. The Office engages in environmental justice research and demonstration projects; as well as overseeing the implementation of Executive Order 12898 and coordinating activities with federal agencies covered by this Order. In addition, OEJ manages and has full responsibility for the Environmental Protection Agency's Federal Advisory Committee on Environmental Justice and the National Environmental Justice Advisory Council.

The incumbent serves as a program analyst, supporting all programmatic activities of the office, specifically working with the Deputy Director as the program lead for the environmental justice grant programs. Working with the Deputy Director, the program lead is responsible for all aspects of the grant programs including all reports, procurement actions, database entries and general tracking aspects.

II. MAJOR DUTIES AND RESPONSIBILITIES

Provides guidance and technical assistance on environmental justice grant program activities, from development of solicitation to grant awards and program evaluations. Research and provides technical assistance in the areas of management planning, policy formulation implementation, control and coordination of programs relating to the Office of Environmental Justice. The program lead ensures the organization's strategic plan, mission, and vision are integrated in the program's strategies, goals, objectives, and work plans, products and services.

Researches and provides technical assistance on grant proposals, and contracts in relation to the Deputy Director's objectives, the background and purpose of the Agency and its programs, existing policies, regulations and laws pertaining to the programs. The incumbent works closely with the Budget Officer to ensure that office policies are followed.

Works in conjunction with representatives of the media programs to develop an appreciation of agency pollution prevention, clean up and regulatory activities and to help foster an increased sensitivity within these programs to Environmental Justice activities.

Advises the Deputy Director on the impact of management policies being considered for implementation and analyzes alternative policies and recommends courses of action.

Represents OEJ in conferences, interagency meetings, task forces and a variety workgroups. Responsible for coordinating purchase requirements and for developing agenda items, presentations and related conference materials for the conferences and meetings which are the responsibility of the Office of Environmental Justice.

Develops information, evaluates findings, prepares reports and makes recommendations to be Deputy Director through written and personal briefings.

Responsible for providing technical recommendations to the Deputy Director by working with staff to analyze various public environmental laws and the legislative issues surrounding these laws to help develop and recommend the Agency's position on environmental justice issues.

III. EVALUATION FACTORS

Factor 1 – Knowledge Required by the Position

Level 1-7 1250 points

Knowledge of the principles of environmental justice and their impacts on minority groups and communities in order to apply analytical and evaluative techniques in the identification, consideration, and resolution of issues and problems of a procedural or factual nature, involving the application of analytical and evaluative techniques in the identification, consideration, and resolution of issues and problems of a procedural or factual nature.

Comprehensive knowledge of qualitative and quantitative techniques for researching, analyzing and measuring the effectiveness, efficiency, and productivity of the activities within the Office of environmental Justice, sufficient to support the negotiation, planning, scheduling and conduct of projects and studies to evaluate and recommend ways to improve the effectiveness and efficiency of work operations within the office of Environmental Justice..

Skills in conducting a wide variety of analytical studies of the assigned activities in order to keep senior management apprised of progress in meeting objectives.

Factor 2 – Supervisory Controls

Level 2-4 450 points

The employee and supervisor develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. The Deputy Director provides guidance as deemed necessary. Within the parameters of the approved project plan, the employee is responsible for planning and organizing the study and carrying out the work, independently. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed assignments, projects, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Factor 3 – Guidelines

Level 3-4 450 points

Guidelines are broadly stated and nonspecific, general administrative policy, e.g., broad policy statement and basic legislation, which require extensive interpretation are available. The

employee exercises considerable judgment in interpreting and adapting guides that exist and in developing new hypotheses, approaches or concepts not previously used.

Factor 4 – Complexity

Level 4-4 225 points

The work involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems of effectiveness and efficiency of work operations in the environmental justice program. The work requires the application of qualitative and quantitative analytical techniques that frequently require modification to fit a wider range of variables. The work involves refining existing work methods and techniques for application to the analysis of specific issues or resolution of problems.

Factor 5 – Scope and Effect

Level 5 -4 225 points

The purpose of the work is to assess the productivity, effectiveness, and efficiency of program operations of the environmental justice programs. The incumbent assesses the productivity, effectiveness, and efficiency of administrative programs and/or analyzes and resolves problems concerning administrative matters. Recommends criteria to measure and/or predict the attainment of program or organizational goals and objectives. Contributes to the improvement of productivity, effectiveness, and efficiency in program operations and/or administrative support activities at different echelons within the organization.

Work affects the plan, goals, and effectiveness of administrative programs and processes as well as programmatic missions and programs.

Factor 6 – Personal Contacts

Level 6-3/7-C 180 points

The employee will be required to interact with congressional staff members and to work with high ranking officials from outside EPA to facilitate a participatory program of environmental justice.. Personal contacts are with top management of the policy making level, other EPA policy analysts and experts, representatives of communities, academia, state and local government, environmental justice activities, tribal government and with counterpart program and policy analysis from other government agencies. The employee will represent the Office on inter and intra agency task forces and at national councils and conferences.

Factor 7 – Purpose of Contacts

Level 7-C (Sec 6 above)

The purpose of the contacts is to facilitate decision-making on EPA's involvement in environmental justice projects. The purpose will be to influence managers or other officials to accept and implement findings and recommendations on program effectiveness. The incumbent may encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems. The work will involve active participation in conferences, meetings, hearing, or presentations involving problems or issues of considerable consequence or importance.

The employee will be responsible for influencing, motivating and convincing persons from local communities, industry and interest groups to obtain the desired effect, such as agreement on

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD

Employee Information	Percentage of Time Spent on Extramural Resources Management
Name <u>Jacob Burney</u>	<input type="checkbox"/> This position has no extramural resources management responsibilities.
Position Number <u>N034312</u>	<input type="checkbox"/> Total extramural resources management duties occupy less than 25% of time.
Title <u>Program Analyst</u>	<input checked="" type="checkbox"/> Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade <u>343, 12</u>	<input type="checkbox"/> Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization <u>Office of Environmental Justice</u>	

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature <u>[Signature]</u>	Date <u>5/17/2016</u>
Personnel Specialist's Signature <u>[Signature]</u>	Date <u>3/23/16</u>

Part 1. Contracts Management Duties

Pre-award:

- ☐ Plans Procurements
- ☐ Estimates Costs
- ☐ Obtains funding commitments
- ☐ Prepares procurement requests
- ☐ Writes statements of work
- ☐ Reviews statements of work
- ☐ Processes unsolicited proposals
- ☐ Responds to pre-award inquiries
- ☐ Participates in pre-award conferences
- ☐ Conducts technical evaluation of proposals
- ☐ Participates in debriefing/protests
- ☐ Other (lists)

- ☐ Monitors management and performance of delivery orders/work assignments after award
- ☐ Defines scope of work for work assignments
- ☐ Approves payment requests of ACH drawdowns
- ☐ Manages cost-reimbursement contracts
- ☐ Reviews invoices
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

Close-out:

- ☐ Writes reports on contractor performance, costs, and tasks performed
- ☐ Reconciles payments with work performance
- ☐ Closes-out payments
- ☐ Performs cost accounting
- ☐ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list)

Post-award:

- ☐ Prepares delivery orders
- ☐ Reviews contractor work plans
- ☐ Reviews contractor progress reports
- ☐ Monitors government-furnished property
- ☐ Monitors cost, management, and overall technical performance of contract after award

Percentage of Time Spent on Contracts Management

_____ %

Continued

Part 2. Grants/Cooperative Agreements Duties

Pre-application/Application:

- ☒ Prepares solicitation for proposals
- ☒ Identifies potential grantees for areas of program emphasis
- ☒ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☒ Provides administrative information to applicants
- ☒ Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☒ Assists applicant in resolving issues in application
- ☒ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☒ Negotiates level of funding
- ☒ Conducts site visits to evaluate program capability
- ☒ Serves as resource to Selection Panel
- ☒ Informs applicants of funding decisions
- ☐ Other (list)

Award:

- ☒ Prepares funding package, including Decision Memorandum
- ☒ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☒ Establishes project file
- ☐ Other (list)

Project Management/Administration:

- ☒ Monitors recipient's activities and progress
- ☒ Reviews reports and deliverables and notifies recipient of comments
- ☒ Provides technical assistance to recipients

- ☒ Advises Grants Management Office of potential problems/issues
- ☒ Participates in decision/actions to ensure successful project completion and in decisions to impose sanctions
- ☒ Approves payments requests or ACH drawdowns
- ☒ Reviews requests for modifications, additional funding, etc. and makes recommendations to Grants Management Office
- ☒ Negotiates amendments
- ☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- ☒ When necessary, recommends termination of the agreement
- ☒ Resolves with Grants Management Office administrative and financial issues
- ☒ Conducts periodic reviews to ensure compliance with agreement
- ☐ Other (list)

Close-out:

- ☒ Certifies deliverables were satisfactory and timely
- ☒ Provides assistance to recipients and Grants Management Office to ensure timely closeout
- ☒ Reconciles payment with work performed
- ☒ Notifies recipient of close-out requirements
- ☒ Obtains legal assistance if necessary to resolve incomplete close-out
- ☒ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

Percentage of Time Spent on Grants/Cooperative Agreements Management:

40

%

Part 3. Interagency Agreements Duties

Pre-Agreement:

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☐ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

Project Management/Administration:

- ☐ Reviews progress reports/financial reports

- ☐ Monitors cost management and overall technical performance
- ☐ Participates in decisions about project modification/termination
- ☐ Conducts periodic review of Superfund State contracts payment receipts (Superfund only)
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

Close-out:

- ☐ Reviews final report
- ☐ Decides on disbursement of equipment
- ☐ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☐ Certifies deliverables
- ☐ Resolves close-out issues with Grants Management Office/other agency
- ☐ Other (list)

Time Spent on Interagency Agreements Management:

%